



**MINUTES OF THE BIGGLESWADE TOWN COUNCIL MEETING**  
**HELD ON TUESDAY 8<sup>th</sup> MARCH 2022**  
**AT 7.00PM AT BIGGLESWADE TOWN COUNCIL OFFICES,**  
**THE OLD COURT HOUSE, 4 SAFFRON ROAD, BIGGLESWADE SG18 8DL**



**PRESENT:**

Cllr M Russell (Chair)  
Cllr G Fage  
Cllr D Albone  
Cllr K Brown  
Cllr I Bond  
Cllr L Fage  
Cllr F Foster  
Cllr M Foster  
Cllr M Knight  
Cllr M North  
Cllr R Pullinger  
Cllr H Ramsay  
Cllr D Strachan  
Cllr C Thomas  
Cllr J Woodhead

Mr P Tarrant - Town Clerk & Chief Executive  
Mr K Hosseini - Head of Governance & Strategic Partnerships (via Zoom)  
Mr P Truppin - Head of Place Shaping & Town Centre Management  
Miss H Calvert - Administration & HR Manager  
Miss S Jolly - Meeting Administrator

Ms Katja Stille, Director, Tibbalds Planning and Urban Design  
Ms Lynsey Hillman-Gamble, Strategic Plan Partnership Manager, Central Bedfordshire Council

Members of the Public - 3

**Meeting Formalities:**

Following a reminder to meeting attendees that this is a formal meeting, the Mayor advised that members of the public will be given an opportunity to speak during public open session but not at other times. The meeting is being filmed and by being present attendees are deemed to have agreed to be filmed and to the use of those images and sound recordings. The Mayor advised that attendees should not disclose any personal information of individuals as this would infringe the Data Protection Rights of that individual.

**1. APOLOGIES FOR ABSENCE**

None.

**ABSENT WITHOUT APOLOGIES**

None.

**2. DECLARATIONS OF INTEREST**

**a. Disclosable Pecuniary interests in any agenda item:**

None.

b. **Non-Pecuniary interests in any agenda item:**

Cllr Pullinger Item 12c - Schools for the Future.

Cllr Albone Item 11a - 17 Banks Road, Biggleswade, and Item 11g - Land off Drove Road adjacent to 1A Drove Road, Biggleswade.

3. **TOWN MAYOR'S ANNOUNCEMENTS**

a. **Ukraine**

Cllr Russell said that the thoughts and prayers of the Town Council were with Biggleswade residents of Russian and Ukrainian origin at this time.

b. **The Mayor of Dunstable's Civic Service**

On Sunday 6<sup>th</sup> March 2022 Cllr Russell attended the Mayor of Dunstable's Civic Service at the Priory Church and the reception afterwards at the Church Hall. It was good to catch up with colleagues from other Councils and to discuss mutual concerns.

c. **Biggleswade Neighbourhood Plan - Update**

Central Bedfordshire Council had raised a formal query about the First Homes Policy and whether it was a requirement to have such a policy in the Biggleswade Neighbourhood Plan.

The Town Council's consultant had advised that this does not apply and had drafted a letter which was sent to CBC under the Regulation 16 Consultation.

CBC's response stated that they would not object to the Neighbourhood Plan or state that it did not meet the Basic Conditions required. However, the CBC Regulation 16 response will state its own policy on First Homes and the advice it has received about neighbourhood plans.

No advice had been received about possible arrangements for the examination of the Neighbourhood Plan.

d. **Transport Interchange and Access to Biggleswade Rail Station**

Cllr Russell attended a meeting on 7<sup>th</sup> March 2022 regarding access to the station and the transport interchange. Contractors had been appointed for both projects and detailed designs were being produced. Cllr Russell asked that those designs be shared with Members as soon as possible and reiterated concerns about the design of the bus shelters for the interchange. Recent work undertaken was to clear trees from the site before the bird nesting season.

Govia Thameslink Railway reported that the new cycle storage facility was under construction and due to be completed by mid-April. New toilet facilities were still under discussion and, unless toilets on the platforms could be brought back into use, there was insufficient space for male, female, accessible and changing places facilities.

Network Rail confirmed that the new station access would be open by June 2023 and CBC reported that the transport interchange was on schedule to be completed by March 2023.

4. **PUBLIC OPEN SESSION**

- a. No members of the public present wished to speak.

## 5. **INVITED SPEAKER**

### a. **Sustainable Transport Corridor Engagement Festival**

A presentation was delivered by Ms Katja Stille, Director, Tibbalds Planning and Urban Design and Ms Lynsey Hillman-Gamble, Strategic Plan Partnership Manager, Central Bedfordshire Council on plans so far for a Biggleswade Sustainable Transport Corridor. This pilot project aims to test new approaches to moving around Biggleswade using the Corridor to connect existing and new communities.

An online survey had been set up for local residents, community groups and businesses to provide comments on the possible options for routes - more information can be found on the website - <https://stcbiggleswade.com>.

An Engagement Event entitled 'Biggleswade Moves' will take place at The Orchard Centre on 26<sup>th</sup> March 2022, a Stakeholder Event on 25<sup>th</sup> March to disseminate information, and an email address had been set up for comments - [hello@stcbiggleswade.com](mailto:hello@stcbiggleswade.com).

A question and answer session followed the presentation. The following key points were raised by Members:

- Members requested details of proposed routes and their feasibility. These can be found on the website.
- Members asked for clarification between a sustainable corridor and a cycle lane and pointed out that Government guidelines stated bicycles and scooters should be segregated from pedestrians. Sustainable corridors take a wider view, incorporating public transport, scooters, and other alternative methods of transport to the motor car. They do not allow use of private or commercial motor vehicles.
- Members asked for clarification regarding the scope of the consultation. Lynsey Hillman-Gamble explained that different options had been looked at and the purpose of the consultation would be to collect comments, narrow down options and to identify the route which would best suit the community.
- Members asked whether the routes would utilise or cross roads where there might be other traffic, and, if so, how normal traffic would be segregated from sustainable transport. Crossing areas would be provided for pedestrians and sustainable transport. In some circumstances, shared use of roads would be necessary.
- Members asked how different modes and velocities of transport would be safely accommodated. Detailed design stages would come at a later point and would consider residents' comments and concerns. The early consultation stage would be used to gather intelligence before any final design decisions. Members asked to see more detailed designs when available.
- Members wished to know what communication to residents was planned regarding the Engagement Event in order to ensure the best benefit from gained intelligence. Invitations would be sent to community groups, and via posters, social media channels and Press articles. Additional suggestions were welcome.

Lynsey Hillman-Gamble thanked the Town Council for the invitation to present and asked that any suggestions around improving the Engagement Event be forwarded to the email address.

6. **MEMBERS' QUESTIONS**

There were none.

7. **MINUTES AND RECOMMENDATIONS OF MEETINGS**

- a. Members received the Minutes of the **Town Council Meeting** held on **Tuesday 22<sup>nd</sup> February 2022** at the Offices of Biggleswade Town Council, The Old Court House, 4 Saffron Road, Biggleswade.

Cllr Woodhead asked that he be added to the list of attendees.

**Item 5a - Update on Electric Vehicles from CBC**  
'Cllr Ramsey' to be corrected to read 'Cllr Ramsay'.

**Item 8a - Item 6b - Waste Sacks**

The reference to the Public Land and Open Spaces Meeting held on **Tuesday 1<sup>st</sup> February 2022** should be amended to read the Town Council meeting held on **Tuesday 25<sup>th</sup> January 2022**.

**Item 10d - CB/21/05161/FULL**

That the following wording be added:

Finally, this development needs to be accompanied by a sizeable S106 contribution.

Subject to the above corrections, the Minutes were **APPROVED** as a true and accurate reflection of discussions.

- b. Members received the Minutes of the **Town Centre Management Meeting** held on **Tuesday 15<sup>th</sup> February 2022** at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.

The Minutes were **NOTED**.

- c. Members received the Minutes of the **Personnel Committee Meeting** held on **Tuesday 1<sup>st</sup> March 2022** at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.

The Minutes were **NOTED**.

8. **MATTERS ARISING**

- a. From the Minutes of the **Town Council Meeting** held on **Tuesday 22<sup>nd</sup> February 2022**.

i. **Item 9b - Litter Picking Initiative - 'Adopt-a-Street'**

Cllr G Fage referred to the item which stated: It was **AGREED** that two volunteer Councillors would work with officers relating to this initiative, and enquired as to which Councillors had been appointed.

It was **AGREED** that Cllr G Fage and Cllr Bond would work with officers relating to the Adopt-a-Street initiative.

## ii. **Item 13b - Rose Lane Parking Permits**

Cllr G Fage asked residents had been told about the parking fee increases.

Mr Hosseini said that notification of parking fee increases would be sent to residents shortly.

## 9. **ITEMS FOR CONSIDERATION**

### a. **Burial & Memorial Regulations**

For Members to receive a written report from the HR & Administration Manager and to consider the proposed amendments to the Burial & Memorial Regulations.

Cllr Knight proposed that, due to the sensitive nature of this policy, this item be considered under Item 14 of this meeting (Exempt Items).

It was **AGREED** that this item would be considered under Item 14 (Exempt Items).

### b. **Signage at Biggleswade Cemeteries**

For Members to consider the correspondence received from UKNA Signs regarding Commonwealth War Graves signage at entrances to cemeteries.

Cllr Woodhead considered this to be a very welcome development as there are a number of Commonwealth War Graves which are not currently highlighted in a respectful and appropriate way.

It was **AGREED** that Commonwealth War Graves signage would be displayed at Biggleswade cemeteries.

### c. **Amendment to Standing Order**

Members were requested to consider an amendment to Standing Orders - the removal of Standing Order 29 - which was duly proposed and seconded at the Town Council meeting of **22<sup>nd</sup> February 2022** and deferred to this meeting for consideration.

There was a debate about the pros and cons of standing to speak at Council meetings. The microphones in the Chamber are designed for seated use and are necessary for Zoom and recording purposes; remaining seated is sometimes necessary for mobility reasons; standing makes reading notes from a laptop more difficult. Standing maintains standards; reinforces that only one person should be speaking at a time; enables the public to identify more easily who is speaking.

It was narrowly **AGREED** that Standing Order 29 would be removed and standing to speak would not be required at future Council meetings.

## 10. **ACCOUNTS**

Members received and **ADOPTED** the following accounts:

### **Financial Administration**

- i. Detailed Balance Sheet to 31/01/2022.
- ii. Summary Income and Expenditure by Committee 31/01/2022.
- iii. Detailed Income and Expenditure by Committee 31/01/2022.
- iv. Lloyds Bank Payment listing January 2022.

11. **PLANNING APPLICATIONS**

a. **CB/21/02927/FULL - 17 Banks Road, Biggleswade, SG18 0DY**

Two storey side extension, single storey rear extension, conversion of garage with front bay window and widening of front vehicular access. Planning Appeal APP/P0240/D/21/3287440. The decision on this appeal has been received as 'Allowed with Conditions'.

This was **NOTED**.

b. **CB/22/00564/FULL - 46 Fairfield Road, Biggleswade, SG18 0BS**

Single storey front extension, two storey rear and single storey rear extension.

It was **RESOLVED** that the Town Council has **NO OBJECTION** to this planning application provided the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations.

c. **CB/22/00514/ADV - Unit L, A1 Retail Park, London Road, Biggleswade, SG18 8NE**

1 No. new internally illuminated flex face box complete with digitally printed block out flex face skin. Box Powder coated to match RAL 3007 Satin and new LED's to be installed. 1 No. Internally illuminated folded aluminium tray sign complete with 25mm top fixing lip & 125mm returns all round. Face panel fret cut with 10mm LED Opal step inlaid letters. Fully fabricated back tray required in once section. Face panels powder coated RAL 3007 Semi-Gloss & dibond back tray.

It was **RESOLVED** that the Town Council has **NO OBJECTION** to this planning application.

d. **CB/22/00612/FULL - 1 Poplar Close, Biggleswade, SG18 0EW**

Single storey rear extension.

It was **RESOLVED** that the Town Council has **NO OBJECTION** to this planning application provided the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations.

e. **CB/22/00623/FULL - 3 Parry Rise, Biggleswade, SG18 8FU**

Garage conversion.

It was **RESOLVED** that the Town Council **STRONGLY OBJECTS** to this planning application on the grounds of loss of off-street parking, adding to already crowded parking along this road and consequently causing obstruction to emergency vehicles. The Council fully supports the comments made by the Highways Officer.

f. **CB/22/00599/FULL - 9A Rowletts View, Biggleswade, SG18 0FD**

Change of use of existing amenity land to use as private residential garden and retention of existing decking (part-retrospective).

It was **RESOLVED** that the Town Council has **NO OBJECTION** to this planning application provided the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations.

- g. It was **RESOLVED** that the Town Council **OBJECTS** to this planning application on the following grounds:
- Refuse vehicles will not be able to use the access the road and bins will need to be put onto a very narrow pathway, obstructing pedestrian traffic.
  - The construction encroaches into the root protection area of trees nearby which are covered by a TPO.
  - Parking arrangements for the houses that front onto Drove Road indicate there will be a drop over the pavement, posing a danger to pedestrians using the footpath.
  - Vehicles will be reversing into the narrow Drove Road which has high traffic volume.
  - The bus stop would need to be relocated.
  - Over-development of the site for the amount of land that is incorporated on this plan.
  - The Eagle Farm/London Road junction is already very busy during peak traffic and school run periods. The additional vehicular traffic this development will bring to this junction will only compound the significant traffic flow problem experienced by users of this road.

## 11. **ITEMS FOR INFORMATION**

### a. **Proposed Junction Alterations - A1 Biggleswade**

The junction is unsafe but concerns were raised about extra traffic north through Beeston to Sandy roundabout or through Caldecote village.

The proposal was **NOTED**.

### b. **Schools for the Future**

CBC is reviewing feedback and pupil numbers and will produce a further report to its Executive. It was requested that CBC give a presentation to Council when further details of proposals for Biggleswade are available.

The report was **NOTED**.

### c. **Grants 2022-2023**

The email from Biggleswade Scout Group acknowledging the grant received was **NOTED**.

## 13. **PUBLIC OPEN SESSION**

- a. Andrew Skilton, a local resident, commented on Item 5a of the Agenda requesting that local groups representing everyday cyclists be involved in the consultation.

## 14. **EXEMPT**

### a. **Land East of Biggleswade: Abandoned Building**

Members were given an update on safety and possible demolition.

- b. **Langford Road**
- c. More details were given of the proposal.

It was **AGREED** not to change the status of the land.

### **Burial & Memorial Regulations**

Members discussed possible changes to the Burial & Memorial Regulations. These will be reviewed again at a later date.

The Chairman closed the Meeting at 9.30pm